



2000 High Wickham Place, Suite #300
Louisville, Kentucky 40245
502-489-3737 fax 888-492-2009
collegiatehotelgroup.com

March 23, 2020

VIA CERTIFIED U.S. MAIL

Nebraska Department of Labor
Office of Employment and Training
550 South 16th Street, P.O. Box 94600
Lincoln, NE 68509
Attn: Rapid Response Coordinator

RE: WARN Act Notice

Dear Rapid Response Coordinator,

This letter is to notify you that, pursuant to the federal Worker Adjustment and Retraining Act of 1988 (WARN, Public Law 100-379), Collegiate Hotel Group, LLC (the "**Company**"), will experience a material reduction in its workforce, and a number of Company employees will experience layoffs and/or furloughs as a direct result of the significant downturn in business due to the novel coronavirus (COVID-19) pandemic currently plaguing the world. The affected Company location is 141 North 9th Street, Lincoln, NE 68508.

The Company plans to initiate a series of mass layoffs of 112 employees, in addition to traditional terminations, where and as required. A list of the job titles of the affected positions, and the approximate number of affected employees in each job title is attached hereto as **Schedule I**. It is the Company's hope that these layoffs will be temporary, but given the pronounced impact of the COVID-19 pandemic on the global economy generally, and the Company's business operations (*i.e.*, hospitality management) specifically, these layoffs may be permanent. The expected time period for the first separation of employees is March 18, 2020 through June 30, 2020. Given the speed and breadth of the spread of COVID-19, its deleterious effect on the global business environment and the sudden, unforeseeable and dramatic business circumstances surrounding the virus, the Company was unable to comply with the statutory sixty (60) day notice requirement. Considering the unprecedented nature of the COVID-19 pandemic, the Company continues to assess the situation and its business outlook on a regular basis.

The Company does not recognize strict seniority rights, but may take seniority into consideration as a factor in determining which employee to lay off or furlough and the timing of each employee's layoff. Seniority also will be considered as a factor in rehiring employees. However, seniority will be just one of many factors in these decisions, and other factors, such as business necessity, expertise and past experience and performance will also be taken into consideration in making these decisions.

Should you have any questions regarding the information in this letter, please feel free to contact Stephanie Appel, Chief Human Resources Officer of Collegiate Hotel Group, LLC at 502.489.3737 or Stephanie.appel@schultehospitality.com.

Sincerely,

By: s/Stephanie R. Appel



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Schedule I

<u>ESTIMATED NUMBER OF LAYOFFS BY CATEGORY</u>	
<u>JOB TITLE</u>	<u>APPROXIMATE NUMBER OF ASSOCIATES AFFECTED</u>
Bellperson	4
Catering Manager Salary	2
Chief Engineer Salary	1
Director of Sales	1
Executive Housekeeper	1
Front Office Supervisor Hourly	1
Guest Service Representative	5
Housekeeping Supervisor Hourly	2
Human Resources Director	1
Laundry Attendant	4
Lobby Attendant	2
Maintenance Engineer	3
Room Attendant	21
Sales Manager Salary	3
Security	2
Task Force GM	1
Barista	6
Banquet Set-Up	3
Bartender	4
Sous Chef Salary	1
Houseperson	2
Exec Chef Salary	1
Cook Hourly	6
Banquet Server	15
Server	4
Banquet Manager Salary	1
Sales Assistant	1
Auditor	3
Banquet Bartender	5
Dish Steward	4
Restaurant Supervisor Hourly	1
Banquet Supervisor Hourly	1



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ESTIMATED NUMBER OF LAYOFFS BY CATEGORY	
<u>JOB TITLE</u>	<u>APPROXIMATE NUMBER OF ASSOCIATES AFFECTED</u>
Accounting Clerk	2
Assistant Director of Sales	1
Bellperson	2
Catering Manager Salary	2
Chief Engineer Salary	2
Controller	1
Director of Revenue Management	1
Director of Sales	1
Event Planning Manager Salary	1
Executive Housekeeper	1
Front Office Manager Salary	2
Front Office Supervisor Hourly	2
General Manager	2
Guest Service Representative	10
Housekeeping Supervisor Hourly	2
Human Resources Director	1
Laundry Attendant	7
Lobby Attendant	2
Maintenance Engineer	6
Room Attendant	20
Rooms Division Manager	1
Sales Manager Salary	4
Security	4
Security Chief	1
Barista	3
Bartender	6
Sous Chef Salary	1
Houseperson	5
Exec Chef Salary	1
Reservations Agent	2
Food & Beverage Director	2
Cook Hourly	9
Banquet Server	8
Server	3
Banquet Captain	1
Sales Assistant	2

Auditor	3
Food & Beverage Supervisor	2
Dish Steward	4
Restaurant Manager Salary	1
Restaurant Supervisor Hourly	1
Banquet Supervisor Hourly	1
Rooms Inspector	2